

HOMEOWNER REQUEST FORM - ALTERATION or CONSTRUCTION

Instructions: Submit this completed form along with: detailed project plans, blueprints, materials list, approved permits, and contractor licenses to the Architectural Standards Committee (ASC) or Board.
No work may begin prior to ASC & Board's written approval.

1. Applicant & Property Information

Owner Name(s): _____

Property Address: _____

Phone Number: _____ Email: _____

2. Project Category (Check all that apply)

Type: ☐ New Construction ☐ Repair ☐ Maintenance ☐ Replace/Upgrade

Category	Options (Circle all that apply)
☐ Major Landscaping	Tree removal, shrub/plant removal, grading, retaining walls
☐ Exterior Renovation	Paint, roof, siding, windows, shutters, doors, driveway
☐ Additions & Structures	Deck, patio, fence, extension, boathouse, pier, bulkhead, dock, in-ground pool
☐ Other	_____

3. Project Details & Timeline

Estimated Start Date: ____ / ____ / ____ Estimated Completion Date: ____ / ____ / ____

Project Description: *Include details for all relevant areas:*

Materials:

Colors:

Dimensions:

Project Description Continued: *Attach additional pages if needed)*

Style:

Location on lot:

Pictures/Drawings/Blueprints.

4. Required Attachments Checklist *(Please check all included documents)*

- ☐ Site Plan / Plot Map
- ☐ Building Plans *(Accurate exterior designs, styles, and surfaces)*
- ☐ Color & Material Samples
- ☐ Contractor License(s)
- ☐ Approved County/City Permits

5. Owner Acknowledgment & Agreement

I/we have read and understand the **Architectural Guidelines of Windchase Subdivision** (revised/reissued April 1, 1999). I/we understand that the Architectural Standards Committee (ASC) reserves the right to inspect the property during construction to ensure compliance with submitted and approved plans.

Note: Approval cannot be granted until all required documents are received. *ANY CHANGES WHICH ALTER THE SUBMITTED INFORMATION MUST BE RECONSIDERED BY THE COMMITTEE PRIOR TO IMPLEMENTATION.* Please reach out with any questions or for help completing this form.

Owner Signature: _____ **Date:** ____ / ____ / ____

Co-Owner Signature: _____ **Date:** ____ / ____ / ____

Architectural Standards Committee (ASC) Review & Sign-Off *(3 Committee signatures required)*

Committee Member Details	Decision & Date	Comments / Conditions of Approval
Member 1 Print Name: _____ Sign: _____	☐ Approved ☐ Denied Date: _____	
Member 2 Print Name: _____ Sign: _____	☐ Approved ☐ Denied Date: _____	
Member 3 Print Name: _____ Sign: _____	☐ Approved ☐ Denied Date: _____	

Executive Board Final Sign-Off *(Board President & Vice President signatures required)*

Board Officer Details	Decision & Date	Comments / Conditions of Approval
Board President Print: _____ Sign: _____	☐ Approved ☐ Denied Date: // _____	
Board Vice President Print: _____ Sign: _____	☐ Approved ☐ Denied Date: // _____	